

School Professional Development Plan Template

This school template has been provided to building administrators to assist in providing a focus on school improvement efforts. Professional development should be intentionally focused on the needs and direction of the school. It is led by data and the goals of the school and district.

There are FOUR components of the Professional Development Plan as described below.

Professional Learning Goals – To identify the annual goals of the school, it will be important to review and analyze student achievement data and teacher evaluation results. Goals written should be SMART goals.

Professional Learning Activities – some professional learning activities may address more than one goal. As activities are determined, consider how you will follow up to further deepen the learning and application of this new knowledge. A natural part of this is to ensure teacher reflection as well as reflection/evaluation of the activities planned. A continuous review of data will also reveal effectiveness of the activities.

Essential Resources – What materials and resources will be essential for the implementation of the school-level plan?

Progress Summary – Clearly define the evidence that will demonstrate effective professional development, educator growth, and improvement in student achievement.

School Professional Development Plan Template

District Name	School Name	Principal Name	Plan Begin/End Dates

1: Professional Learning Goals

No.	Goal	Identified Group	Rationale/Sources of Evidence
<i>EX</i>	<i>Increase student engagement</i>	<i>7th grade teachers</i>	<i>data show a high behavior referral rate in this group, teacher observations show a lack of engagement strategies being utilized during instruction.</i>
1			
2			
3			

2: Professional Learning Activities

PL Goal No.	Initial Activities	Follow-up Activities (as appropriate)
<i>EX</i>	<p><i>7th grade teachers will:</i></p> <ul style="list-style-type: none"> • <i>Peer observes an identified colleague for student engagement practices at least once per month.</i> • <i>Participate in and reflect on a student engagement book study collaboratively.</i> 	<p><i>7th grade teachers will:</i></p> <ul style="list-style-type: none"> • <i>Discuss classroom observed strategies with colleagues.</i> • <i>Implement new strategies and reflect on impact with colleague and administrator.</i> • <i>Video-tape lesson and reflect on their own implementation of strategies.</i> • <i>Share learning journey with staff</i>
1		
2		
3		
4		

3: Essential Resources

PL Goal No.	Resources	Other Implementation Considerations
EX	<ul style="list-style-type: none">• <i>funding for substitutes to allow for teachers to observe classrooms</i>• <i>collaboration time for sharing</i>• <i>funding for purchase of books</i>	<ul style="list-style-type: none">• <i>Administrators will recommend and facilitate model teachers.</i>• <i>Administrators must plan to track student progress to assess impact of student engagement strategies.</i>
1		
2		
3		

4: Progress Summary

PL Goal No.	Notes on Plan Implementation	Notes on Goal Attainment
EX	<ul style="list-style-type: none"> • <i>Teachers reported satisfaction with the process of observing other classrooms and discussing strategies with their peers.</i> • <i>Teachers produced a short summary and presentation for the rest of the staff about their learning and the impacts of the implementation.</i> 	<ul style="list-style-type: none"> • <i>Behavior referrals reduced from ___ to ___%.</i> • <i>Observations of teachers indicate an improvement student achievement in 3 of 4 teachers. The remaining teacher will remain on the PD plan next year.</i>
1		
2		
3		

Signature: _____

Principal Signature

Date